



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Ft. Myers Division**

**VACANCY ANNOUNCEMENT
JUDICIAL LAW CLERK**

\$59,246 - \$99,785 *

Announcement No.: 16-21 Closes: Open Until Filled Available: Spring/Summer 2016

Term: 2 years (renewable)

Position Overview

A judicial or elbow law clerk researches issues of law, attends trials and other court proceedings, and acts as advisor to the Honorable John E. Steele, United States Senior District Judge. This position will also require substantial administrative duties, including but not limited to overseeing the progress of all cases, the processing of CJA eVouchers in criminal cases, making travel arrangements, revising case management forms, and hiring future law clerks and interns. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues, as well as with other court agencies. If mutually acceptable, the position may be renewed indefinitely.

Minimum Qualification Requirements

At the time of appointment, the applicant must be a law school graduate, and have a prior federal clerkship or a minimum of 2 years of post-graduate experience in actual litigation, possess excellent research and writing skills, proficiency in Adobe Acrobat and Word, and a working knowledge of WordPerfect. The ideal candidate will also have exceptional organizational skills, good character, the ability to multitask, and a willingness to work long hours and under deadlines as required.

Information for Applicants

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Applicants should submit a cover letter with current resume with class rank and transcripts by mail to: **Federal Clerkship, Attention: 16-21**, 2110 First Street, Room 6-109, Ft. Myers, Florida 33901, or by email to Chambers_FLMD_Steele@flmd.uscourts.gov, but not both.

Deadline for Receipt of Resumes

All resumes will be considered, but must be received by April 1, 2016. Interviews will be scheduled shortly after and will continue until the position is filled, with a final decision to me made no later than July 1, 2016. Facsimiles will NOT be accepted. If submitting through email, do not also submit a duplicate application by mail. Due to the volume of applications, receipt of individual applications will not be acknowledged. Do NOT call Chambers to verify receipt of an application.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

* Starting salary commensurate with work experience and prior pay history.
(Salary may be higher with previous experience as a law clerk to a federal judge.)

Applicants must be U.S. citizen or eligible to work in the United States

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit

The selected candidate will be subject to a background check as a condition of employment.

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.